

# Supervisor - Forensics - Dallas Police (Civil Service)



Full time

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End Date: November 17, 2025

25-25889

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## Job Summary

Supervisory role that may on occasion have some managerial responsibilities. The primary duties are to supervise non-exempt and/or exempt positions in Forensics Unit of the City of Dallas. May oversee several functional areas that are complex and have a substantial impact on overall Crime Scene and Forensics operations.

## Job Description

### Overview

The Supervisor - Forensics oversees, guides, and counsels all staff performing forensic examining, gathering, analysis, and reporting for the Police Department. Coordinates, facilitates, and evaluates all forensics work to ensure accuracy and competency in evidentiary reporting.

### Essential Functions

1. Supervises, plans, coordinates, assigns, and evaluates forensics staff performing fingerprinting, lab analysis, and firearm or toolmark examining; directs and coordinates work ensuring accuracy and compliance with regulations; coaches or and gives technical direction as needed.

2. Participates in the development and implementation plans, goals, objectives, and standards; directs and coordinates work, consistently evaluating quality and care; tracks evidence handling, provides training when needed, and ensures all reporting is done quickly and with strong attention to detail and transparency.
3. Evaluates, reviews, and adjusts work priorities, projects schedules, resources, and work plans as required; estimates staff needs and assigns work to meet completion dates; ensures materials, lab equipment, and supplies are available.
4. Reviews, checks, and evaluates work for quality; provides performance evaluation and feedback and recommends city-approved awards and recognitions for employees.
5. Coaches, advises, counsels and instructs employees; identifies all training needs for employees and serves as a technical advisor on challenging or complex forensics situations.
6. Participates in recruiting, interviewing, and selection of candidates for open positions; recommends terminations and may authorize overtime
7. Documents, investigates, and resolves serious complaints or simple grievances from employees; refers serious grievances to command; effects disciplinary actions or recommends serious disciplinary actions to command staff.
8. Researches, recommends and implements methods to improve production or effectiveness; stays up to date on latest trends and challenges in the Forensics field and works to improve efficiency, effectiveness, and general subject level expertise.
9. Performs other work as needed or assigned.

#### Knowledge and Skills

- Thorough knowledge of natural sciences, forensic sciences, criminalistics or a closely related field in forensic examination.
- Knowledge of the advanced principles of forensic science.
- Knowledge of human relations and supervision necessary to function as a first or second level supervisor.
- Advanced ability to plan, assign, train, direct, and evaluate forensic employees.
- Ability to evaluate evidence, analysis, and reporting for clarity and competency.
- Ability to understand technical terminology of forensic science and related evidence.
- Ability to maintain record keeping or work log system.
- Advanced skill in communicating effectively verbally and in writing.
- Ability to establish and maintain effective working relationships.

## MINIMUM QUALIFICATIONS:

### EDUCATION:

- Bachelor's degree in forensic science, criminology, chemistry, biochemistry, biology, social science or criminal justice field.

### EXPERIENCE:

- Six (6) years of experience in crime scene investigation and analysis involving the identification, collection, preservation, record keeping and evaluation of evidence in the support of law enforcement, of which two (2) years of experience with leadwork/supervisory responsibilities is required.

### EQUIVALENCIES:

- An associate's degree or higher in any field plus eight (8) years of the required experience, including the supervisory, will meet the education and experience requirements.
- A bachelor's degree or higher in a non-specified field plus seven (7) years of the required experience, including the supervisory experience, will meet the education and experience requirements.

### LICENSES AND CERTIFICATIONS:

- Valid driver's license with good driving record.
- Must have or be able to obtain within twelve (12) months of hire the Level 1 certification from the International Association for Identification (I.A.I.)

### OTHER REQUIREMENTS:

- Must pass an intensive background investigation and drug test.
- No Felony or Class A Misdemeanor convictions.
- No Class B Misdemeanor convictions within the last ten (10) years.
- No family violence convictions.
- Cannot currently be on deferred adjudication for any Felony, Class A, or Class B Misdemeanor.
- Availability for varying shifts, nights/weekends/holidays.
- Subject to twenty-four/seven (24/7) call-out.
- Working conditions include exposure to bio-hazardous material(s), inclement weather, and confined spaces.

Salary Range

\$60,564.09 - \$73,523.75

The salary listed on this job posting is the starting salary range; amount offered will depend upon qualifications.

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